

## **CSO Solicitation No. 2227**

### **Design Services for the Route 7/Route 15 Interchange in the City of Norwalk**

### **Prequalification Category - Environmental Planning Studies & Regulatory Permitting; AND Highway Design; AND Bridge & Structural Design services.**

### **FIRMS WHO ARE ELIGIBLE TO SUBMIT WILL RECEIVE THIS LETTER IN THE MAIL.**

### **IT IS BEING POSTED HERE FOR INFORMATION ONLY.**

The Connecticut Department of Transportation (Department) is seeking to engage one (1) prequalified consultant engineering firm to provide environmental studies and design services for the preparation of contract plans, specifications and estimate for improvements to the Merritt Parkway (Route 15) Interchanges with Route 7 (Interchange 39) and Main Avenue (Interchange 40) in the city of Norwalk. The project involves the completion of the partial Interchange between the Merritt Parkway and Route 7, thereby providing access in all directions, while also improving operations and safety at the Merritt Parkway/Main Avenue Interchange.

Successful applicants for this request will be required to provide contract plans, specifications, supplemental documents, and/or all other electronic design data in MicroStation and InRoads format from Bentley Systems, Inc., as specified in the Department's Digital Project Development (DPD) Manual (<http://www.ct.gov/dot/cwp/view.asp?a=3194&q=483668&PM=1>).

The selected firm will be required to maintain a Connecticut office for the duration of the assignment, with the Project Manager available on a daily basis for the direct and visual supervision of the staff performing the majority of this assignment.

If your firm wishes to be considered for one of these assignments, your submittal should consist of a letter-of-interest limited to one (1) page, Department Form CSO 255 and a maximum of five (5) resumes which are limited to two (2) pages each. One of the resumes must be that of the proposed Project Manager in charge of the work, as well as assurance that he/she will be available for work when required. (The CSO 255 Form can be found online at [www.ct.gov/dot/business/consultant/selection](http://www.ct.gov/dot/business/consultant/selection)) Four (4) copies of the submittal are required and must be postmarked or hand-delivered by 3:00 p.m. on **August 13, 2014**.

Included in the submittal must be the following: A brief narrative of proposed staff, qualifications, discipline experience and project experience which demonstrates expertise in (1) environmental planning documentation (2) highway design, focused on "freeways" (3) bridge and structure design, (4) traffic engineering, (5) environmental permitting, (6) public involvement, and (7) familiarity with FHWA & CTDOT design standards, policies and design development and administrative procedures.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information and histories.

You are advised that a disadvantaged business enterprise (DBE) goal applies to this project. The goal will be no less than twelve (12) percent of the agreement value. Within the letter-of-interest submittal, you must include the designated certified DBE sub-consultant(s) which you plan to use. To be eligible for DBE credit, the sub-consultant(s) must be currently certified by the Department. If the prime consultant is a Connecticut certified DBE firm, they will satisfy the DBE requirement provided their percentage of work performed meets the assigned goal. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Joint venturing assignments will not be allowed.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252 and 4a-81, firms, once selected, must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification, Rev. 3-28-14) and Form 5 (Consulting Agreement Affidavit, Rev. 3-28-14) prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of Connecticut (State) of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not complete the certification (Form 1) required under subsection (c) of CGS 4-252 or refuses to submit the affidavit (Form 5) required under subsection (b) of CGS 4a-81 shall be disqualified and the Department

shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1 and 5 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Further information can be found at <http://das.ct.gov/cr1.aspx?page=371> to subscribe to Biznet and obtain directions to upload the forms following the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (pdf)."

For all State contracts as defined in CGS § 9-612(g)(1) having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising State contractors of State campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission's Notice can be found online at [www.ct.gov/SEEC](http://www.ct.gov/SEEC) by clicking on the Forms link and then the Contractor Reporting Forms link. The Notice is hereby made a part of this solicitation.

Prior to the negotiation process, the selected firm will be required to have a Department-approved audit, affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm approved to do business in the State of Connecticut. Proof of coverage must be submitted on a form acceptable to the State prior to the start of negotiations process.

The Department, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to retain consultant services, and is under no obligation to contract for the services specified herein.

The Department reserves the right to award subsequent phases of an assignment to other qualified firms.

The Department reserves the right to add an additional project(s) of a similar nature for a separate selection, should additional projects become available prior to the interview phase of the selection process.

Please be advised that firms must continue to be prequalified in the specified categories for the year a shortlist is finalized and/or a selection is made.

All submittals shall be addressed mailed to:

Mr. David Mancini, P.E.  
Consultant Selection Office  
Connecticut Department of Transportation  
2800 Berlin Turnpike  
Newington, CT 06111

Hand-delivered submittals must be brought to the front desk at the aforementioned address, no later than 3:00 p.m. on **August 13, 2014**. Submittals hand-delivered or postmarked after this date and time will not be considered.

All inquiries regarding this request for letters-of-interest shall be directed to Mr. David M. Mancini of the Consultant Selection Office at (860) 594-3017.